# REPORT HARVEY VOLUNTEER FIRE CO., NO. 2 DECEMBER 31, 2004 AND 2003

Under provisions of state law, this report is a public document. Acopy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-6-05

# HARVEY VOLUNTEER FIRE CO., NO. 2

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# DECEMBER 31, 2004 AND 2003

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MICHAEL J. O'ROURKE, C.P.A.
WILLIAM G. STAMM, C.P.A.
CLIFFORD J. GIFFIN, IR, C.P.A.
DAVID A. BURGARD, C.P.A.
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MICHELLE H. CUNNINGHAM, C.P.A
DENNIS W. DILLON, C.P.A.

ANN M. HARGES, C.P.A. ROBIN A. STROHMEYER, C.P.A.

KENNETH J. BROOKS, C.P.A., ASSOCIATE



1340 Poydras St., Suite 2000 · New Orleans, LA 70112 (504) 586-8866 FAX (504) 525-5888 cpa@dhhmcpa.com A.J. DUPLANTIER JR, C.P.A. (1919-1985) FELIX J. HRAPMANN, JR, C.P.A. (1919-1990) WILLIAM R. HOGAN, JR. C.P.A. (1920-1996) JAMES MAHER, JR, C.P.A. (1921-1999)

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#### INDEPENDENT AUDITOR'S REPORT

April 26, 2005

Board of Directors Harvey Volunteer Fire Co., No. 2 P. O. Box 1053 Harvey, Louisiana 70059

We have audited the accompanying statements of financial position of Harvey Volunteer Fire Co., No. 2 (a Louisiana nonprofit corporation) as of December 31, 2004 and 2003 and the related statements of activities, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of Harvey Volunteer Fire Co., No. 2's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harvey Volunteer Fire Co., No. 2 as of December 31, 2004 and 2003, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated April 26, 2005 on our consideration of Harvey Volunteer Fire Co., No. 2's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Duplantier, Hrapmann, Hogan & Maher, LLF

# HARVEY VOLUNTEER FIRE CO., NO. 2 STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2004 AND 2003

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		<u>2004</u>		<u>2003</u>
CURRENT ASSETS:	φ.	070.160	er.	704.272
Cash and cash equivalents (Notes 1 and 2)	\$	970,168	\$	794,372
Certificates of deposit (Note 3)		70,390		69,377
Prepaid expenses Total current assets		1,050,567		7,747
Total current assets		1,030,307	•	871,496
PROPERTY, PLANT AND EQUIPMENT: (1	Note 1)			
Land and land improvements	,	73,787		73,787
Furniture and fixtures		109,924		102,361
Autos and trucks		238,076		204,550
Equipment		2,054,820		2,180,722
Building improvements		118,654		118,654
Construction in progress		1,050_	_	1,050
Total		2,596,311	_	2,681,124
Less: Accumulated depreciation		2,138,680	_	2,138,800
Net property, plant and equipment		457,631	_	542,324
OTHER ASSETS:				40.400
Certificate of deposit (Note 3)		20,057	-	19,180
TOTAL ASSETS	\$	1,528,255	\$	1,433,000
	•		Ψ:	
<u>LIABILITIE</u>	S AND NET ASSET	<u>'S</u>		
CURRENT LIABILITIES:				
Accounts payable	\$	7,571	\$	6,531
Salaries payable		9,240		24,932
Other payables		2,773		3,837
Insurance claims payable (Note 4)		22,291		18,017
Compensated absences		17,710	_	
Total current liabilities		59,585	_	53,317
NET AGGETG				
NET ASSETS:		1 460 670		1 270 692
Unrestricted		1,468,67 <u>0</u>	-	1,379,683_
TOTAL LIABILITIES AND NEW ASSET	<b>п</b>	1 500 055	<b>ው</b>	1 422 000
TOTAL LIABILITIES AND NET ASSET	S \$	1, <u>5</u> 28,255	⊅_	1,433,000

# HARVEY VOLUNTEER FIRE CO., NO. 2 STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED DECEMBER 31, 2004 AND 2003

	2004	2003
UNRESTRICTED NET ASSETS:		
REVENUE: (Note 1)		
Contract revenue:		
Jefferson Parish millage	\$ 1,740,000	\$ 1,740,000
Insurance rebate	69,736	64,571
Gain on sale of equipment	12,620	10,750
Miscellaneous	1,977	
Fund raising	3,667	3,238
Interest	3,355	3,811
Rental	5,500_	6,500
Total revenue	1,836,855	1,828,870
EXPENSES: (Pages 5 and 6)		
Firefighting services	1,470,734	1,487,000
General and administrative	270,906	268,282
Fundraising	6,228_	571
Total expenses	1,747,868	1,755,853
INCREASE IN UNRESTRICTED NET ASSETS	88,987	73,017
Net assets, beginning of year	1,379,683	1,306,666
NET ASSETS, END OF YEAR	\$ <u>1,468,670</u>	\$ <u>1,379,683</u>

# HARVEY VOLUNTEER FIRE CO., NO. 2 STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2004

	Firefighting Services	General and Administrative		
EXPENSES:				
Accounting and legal	\$ 7,808	\$ 1,378	\$ -	\$ 9,186
Bank charges	49	9	-	58
Convention, seminars and classes	15,316	2,703	-	18,019
Copy machine	1,015	179	-	1,194
Depreciation	123,992	21,881	-	145,873
Dues and subscriptions	4,934	871	-	5,805
Meals and entertainment	9,424	1,663	-	11,087
Fuel	20,626	-	-	20,626
Fundraising	-	-	6,228	6,228
Gifts and flowers	5,314	938	-	6,252
Insurance	266,138	46,965	-	313,103
Medical supplies	6,623	-	-	6,623
Miscellaneous	16,594	2,928	-	19,522
Office supplies	3,240	572	-	3,812
Payroll processing	6,452	1,139	-	7,591
Payroll taxes	60,444	10,667	-	71,111
Postage	1,794	317	-	2,111
Promotional	7,643	1,349	-	8,992
Repairs and maintenance	30,107	5,313	-	35,420
Radio	5,853	-	-	5,853
Retirement	-	30,349	-	30,349
Salaries	775,639	136,878	-	912,517
Sale of assets	_	-	-	-
Telephone and utilities	27,239	4,807	-	32,046
Uniforms	5,229	-	-	5,229
Vehicle repairs	69,261	<del></del>		69,261
TOTAL EXPENSES	\$ <u>1,470,734</u>	\$ <u>270,906</u>	\$ <u>6,228</u>	\$ <u>1,747,868</u>

### HARVEY VOLUNTEER FIRE CO., NO. 2 STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2003

	Firefighting Services	_ <del>_</del>		<u>Total</u>
EXPENSES:				
Accounting and legal	\$ 6,354	\$ 1,121	\$ -	\$ 7,475
Bank charges	360	64	-	424
Convention, seminars and classes	21,686	3,827	-	25,513
Copy machine	881	156	-	1,037
Depreciation	141,286	24,933	-	166,219
Dues and subscriptions	4,879	861	-	5,740
Meals and entertainment	23,753	4,192	-	27,945
Fuel	15,826	-	-	15,826
Fundraising	-	-	571	571
Gifts and flowers	7,566	1,335	-	8,901
Insurance	248,606	43,872	-	292,478
Medical supplies	3,342	-	-	3,342
Miscellaneous	23,117	4,080	-	27,197
Office supplies	5,209	919	-	6,128
Payroll processing	6,613	1,167	-	7,780
Payroll taxes	54,952	9,697	-	64,649
Postage	1,631	288	-	1,919
Promotional	10,795	1,905	-	12,700
Repairs and maintenance	57,927	8,851	-	66,778
Radio	5,337	-	-	5,337
Retirement	· -	26,652	-	26,652
Salaries	731,961	129,170	-	861,131
Sale of assets	1,822	321	-	2,143
Telephone and utilities	27,601	4,871	-	32,472
Uniforms	7,890	-	-	7,890
Vehicle repairs	77,606	<u>-</u>		77,606
TOTAL EXPENSES	\$ <u>1,487,000</u>	\$ <u>268,282</u>	\$ <u>571</u>	\$ <u>1,755,853</u>

# HARVEY VOLUNTEER FIRE CO., NO. 2 STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2004 AND 2003

		<u>2004</u>		<u>2003</u>
CASH FLOWS FROM OPERATING ACTIVITIES:	_			
Increase in unrestricted net assets	\$	88,987	\$	73,017
Adjustments to reconcile increase				
in unrestricted net assets to net cash				
provided by operating activities:				
Depreciation		145,873		166,219
(Gain) loss on disposal of property and equipment		(12,620)		2,143
Interest earned on and reinvested in certificate of deposit		(1,889)		(1,912)
(Increase) decrease in prepaid expenses		(2,262)		(7,296)
Increase (decrease) in salaries payable		(15,692)		10,308
Increase (decrease) in accounts payable		1,040		(14,005)
Increase (decrease) in insurance claims payable		4,274		4,371
Increase (decrease) in other payables		(1,065)		3,837
Increase (decrease) in compensated absences		17,710		_
Net cash provided by operating activities	_	224,356	_	236,682
CASH FLOWS FROM INVESTING ACTIVITIES:				
Proceeds from sale of property and equipment		12,620		-
Purchase of property and equipment		(61,180)		(61,299)
Net cash used in investing activities	_	(48,560)	_	(61,299)
NET INCREASE IN CASH				
AND CASH EQUIVALENTS		175,796		175,383
		704 272		(19.000
Cash and cash equivalents at beginning of year		794,372	_	618,989
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$_	970,168	\$_	794,372
NON CASH INVESTING AND FINANCING ACTIVITIES Interest earned in and reinvested in certificate of deposit	\$_	1 880	\$	<u>1,</u> 912
continue of deposit	Φ=	1,007	<sup>⊸</sup> =	1,712

#### **ORGANIZATION:**

Harvey Volunteer Fire Co., No. 2 (HVFC) was organized on July 8, 1948 to provide the citizens in the Sixth Fire Protection District with fire protection and related services. HVFC is under a ten (10) year contract that was adopted by the Jefferson Parish Council with Resolution Number 101713 on August 11, 2004. HVFC membership adopted the contract on June 15, 2004 which was signed June 28, 2004. The contract is effective for the period April 1, 2004 through March 31, 2014, with Jefferson Parish to provide fire protection to the Sixth Fire Protection District. The prior ten-year contract ended March 31, 2004. The majority of HVFC's revenue is derived from this contract. HVFC responds to emergencies such as floods and hurricanes. HVFC maintains three (3) fire stations and has approximately twenty-eight (28) paid employees and thirty (30) volunteers.

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A summary of the HVFC's significant accounting policies applied in the preparation of the accompanying financial statements follows:

#### Basis of Accounting and Presentation:

The financial statements are prepared on the accrual basis. Under that basis, revenues are recognized when earned and expenses are recognized when incurred.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in Statement of Financial Accounting Standards No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, information regarding financial position and activities is reported according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets and a statement of cash flows is required. As of December 31, 2004 and 2003, HVFC had only unrestricted net assets.

The statement of activities presents expenses functionally between program services for firefighting, general and administrative, and fund raising. Those expenses, which cannot be functionally categorized, are allocated between functions based upon management's estimate of usage applicable to conducting those functions.

#### Revenue:

Under the contract with Jefferson Parish, the Parish pays HVFC monthly installments, which represent the net proceeds of millage levied annually on the assessed valuation of property in the Sixth Fire Protection District.

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Revenue: (Continued)

The Jefferson Parish Millage Assessment that is allocated to the Sixth Fire Protection District was 15 mills from January 1, 1991 through December 31, 2000. An increase of 10 mills in the millage assessment was approved by a public election held in October 2000, and was effective January 1, 2001. The amount received and used for operations was \$1,740,000 for 2004 and \$1,740,000 for 2003.

In addition, revenue is received from insurance rebates annually from the State of Louisiana through Jefferson Parish. The amount received is based on the number of homes within the fire district and totaled \$69,736 and \$64,571 for 2004 and 2003, respectively.

The Company receives 98% of its revenue from these sources. Without the revenue from Jefferson Parish, the Company would not be able to operate.

#### Cash and Cash Equivalents:

For purposes of the statement of cash flows, all highly-liquid investments with original maturity of three months or less are considered cash equivalents. Cash and cash equivalents on the statement of financial position consists of:

Cash in checking accounts Cash in savings accounts	200 \$ 257,0 713,0 \$ 970,1	91 <u>77</u>	\$ 200	7 <u>,970</u>
Supplemental Disclosures of Cash Flow Information:				
	<u>200</u>	4	<u>20</u>	03
Cash paid during the year for:				
Interest	\$		\$	
Taxes				

#### Property, Plant and Equipment:

Property, plant and equipment consists of automobiles, fire trucks, building improvements, fire equipment and office equipment which are all carried at cost, and are being depreciated over their estimated useful lives using the straight-line method. All assets acquired with an estimated economic useful life that exceeds one year are capitalized. Depreciation expense for the years ended December 31, 2004 and 2003 was \$145,873 and \$166,219, respectively. The cost and accumulated depreciation are as follows:

#### 1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>: (Continued)

	December 31, 2004	
Property,		
Plant and		Net Property,
Equipment -	Accumulated	Plant and
Cost	<b>Depreciation</b>	<b>Equipment</b>
$\sqrt{73,787}$	\$ 9,365	\$ 64,422
109,924	61,757	48,167
238,076	169,882	68,194
2,054,820	1,864,705	190,115
118,654	32,971	85,683
1,050		1,050
\$ <u>2,596,311</u>	\$ <u>2,138,680</u>	\$ <u>457,631</u>
	December 31, 2003	<u> </u>
		Net Property,
Equipment -		Plant and
<u>Cost</u>		<u>Equipment</u>
\$ 73,787	•	\$ 65,408
102,361	46,700	55,661
204,550	153,130	51,420
2,180,722	1,901,936	278,786
118,654	28,655	89,999
1,050		1,050
\$ <u>2,681,124</u>	\$ <u>2,138,800</u>	\$ <u>542,324</u>
	Plant and Equipment - <u>Cost</u> \$ 73,787 109,924 238,076 2,054,820 118,654 1,050 \$ 2,596,311  Property, Plant and Equipment - <u>Cost</u> \$ 73,787 102,361 204,550 2,180,722 118,654 1,050	Property, Plant and Equipment - Accumulated

#### **Donated Services:**

No amounts have been reflected in the financial statements for donated services. Donated services were not recorded because the value of these services was not readily determinable. However, a substantial number of volunteers have donated significant amounts of their time to HVFC 's program services.

#### 2. CASH AND CASH EQUIVALENTS:

	Interest 31, Interest		Rate of Interest 2003		
Petty cash		\$ 139		\$ 250	
Whitney National Bank:					
Operating		45,573		45,335	
Payroll		130,223		111,616	
Fund raising		25,523		9,764	
General fund		43,176		28,826	
Insurance disbursement		12,457		10,611	
Cash – Savings:					
Whitney National Bank - Hospitalization	.15%	106,083	.15%	101,645	
Whitney National Bank - Harvey #2	.15%	301,203	.15%	250,938	
Whitney National Bank - Sixth District	.15%	<u>305,791</u>	.15%	235,387	
		\$ <u>970,168</u>		\$ <u>794,372</u>	

#### Concentrations of Credit Risk:

As shown above, for the years ended December 31, 2004 and 2003 cash balances were maintained in one financial institution located in the New Orleans area. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000. At various times throughout the year balances at the financial institution were above the \$100,000 amount insured by the FDIC. At December 31, 2004 and 2003, the uninsured bank balances total \$878,669 and \$575,962, respectively.

#### 3. CERTIFICATES OF DEPOSIT:

Eureka Homestead Society	Rate of			Rate of		
Certificates of Deposit:	Interest			Interest		
	<b>Maturity</b>	<u>2004</u>	<u>2004</u>	<b>Maturity</b>	<u>2003</u>	<u>2003</u>
	8/03/05	1.68%	\$14,436	8/04/04	1.34%	\$ 14,233
	8/17/05	1.96%	7,684	8/17/04	1.46%	7,556
	7/29/05	1.68%	28,335	7/30/04	1.34%	27,937
	6/06/05	1.46%	<u> 19,935</u>	6/07/04	1.34%	19,651
Total current			70,390			69,377
	3/06/07	4.40%	20,057	3/06/07	4.40%	19,180
Total			\$ <u>90,447</u>			\$ <u>88,557</u>

#### 4. SELF INSURANCE:

HVFC has a self-insurance hospitalization plan. The self-insurance program involves coinsurance with an independent insurance company. HVFC is responsible for 100% of the first \$20,000 of claims per individual up to an aggregate amount of \$207,190 in 2004 and \$176,728 in 2003. Any claim in excess of \$20,000 or the aggregate is covered by the insurance company. The estimated claims payable for incurred but not reported claims at December 31, 2004 and 2003 was \$22,291 and \$18,017, respectively. These amounts are reflected as current liabilities on the statements of financial position.

During 2004 and 2003, Harvey Volunteer Fire Company No. 2 did not pay claims in excess of its self-insurance liability.

#### 5. INCOME TAXES:

HVFC is exempt from federal and state income taxes under the Internal Revenue Code 501(c)(3).

#### 6. <u>USE OF ESTIMATES:</u>

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### 7. <u>DEFINED CONTRIBUTION PLAN</u>:

HVFC has a defined contribution plan in accordance with Internal Revenue Code Section 401(k). The plan allows full-time employees to defer up to 12% of their compensation. Voluntary contributions for 2004 and 2003 were \$38,793 and \$33,031, respectively.

Effective October 2000, an employer matching benefit was approved, wherein HVFC will match voluntary employee contributions to the plan up to 5% of annual salaries. The amount of the employer matching contribution to the plan was \$30,349 in 2004 and \$26,652 in 2003.

#### 8. USE OF PROPERTY OR EQUIPMENT:

During 2001, Jefferson Parish Sixth Fire Protection District purchased a new fire truck for the use of HVFC. The fire truck is owned and insured by Jefferson Parish and is not included in HVFC's assets. It is garaged at the LaPalco Boulevard fire station.

#### 8. USE OF PROPERTY OR EQUIPMENT: (Continued)

During 2004, Jefferson Parish Sixth Fire Protection District purchased a new fire truck for the use of HVFC. The fire truck is owned and insured by Jefferson Parish and is not included in HVFC's assets. It is garaged at the Manhattan Boulevard fire station.

#### 9. SICK LEAVE:

As of December 31, 2004, HVFC employees are eligible to accumulate 240 hours of sick leave. As of December 31, 2004 HVFC has a liability of \$17,710 of accrued sick leave.

#### 10. EXPENSES PAID BY OTHERS:

The full-time firefighters of the Company receive supplemental pay from the State of Louisiana under the provisions of L.R.S. 33:2002. The amount of pay received varies based on years of service. As these supplemental state funds are paid directly to the firefighters, and do not pass through the Company, they are not included in these financial statements.

MICHAEL J. O'ROURKE, C.P.A. WILLIAM G. STAMM, C.P.A. CLIFFORD J. GIFFIN, JR, C.P.A. DAVID A. BURGARD, C.P.A. LINDSAY J. CALUB, C.P.A., L.L.C. GUY L. DUPLANTIER, C.P.A. MICHELLE H. CUNNINGHAM, C.P.A DENNIS W. DILLON, C.P.A.

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KENNETH J. BROOKS, C.P.A., ASSOCIATE



1340 Poydras St., Suite 2000 · New Orleans, LA 70112 (504) 586-8866 FAX (504) 525-5888 cpa@dhhmcpa.com A.J. DUPLANTIER JR, C.P.A. (1919-1985) FELIX J. HRAPMANN, JR, C.P.A. (1919-1990) WILLIAM R. HOGAN, JR. C.P.A. (1920-1996) JAMES MAHER, JR, C.P.A. (1921-1999)

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

April 26, 2005

To the Board of Directors Harvey Volunteer Fire Co., No. 2

We have audited the financial statements of Harvey Volunteer Fire Co., No. 2 (a Louisiana nonprofit corporation) as of and for the year ended December 31, 2004, and have issued our report thereon dated April 26, 2005.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

#### **Compliance**

As part of obtaining reasonable assurance about whether Harvey Volunteer Fire Co., No. 2's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Harvey Volunteer Fire Co., No. 2's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Directors, management, and applicable parish, state or federal agencies and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Duplantier, Hrapmann, Hogan & Maher, LLT

#### HARVEY VOLUNTEER FIRE CO., NO. 2 SUMMARY SCHEDULE OF FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2004

#### **SUMMARY OF AUDITOR'S RESULTS:**

- 1. The opinion issued on the financial statements of Harvey Volunteer Fire Co., No. 2 for the year ended December 31, 2004 was unqualified.
- 2. Internal Control

Material weaknesses: none noted Reportable conditions: none noted

3. Compliance

Noncompliance material to financial statements: none noted

# FINDINGS REQUIRED TO BE REPORTED UNDER GOVERNMENTAL AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA:

None

#### **SUMMARY OF PRIOR YEAR FINDINGS:**

There were no findings in the prior year